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OFFICE OF THE INDEPENDENT INSPECTOR GENERAL

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INSPECTOR GENERAL

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September 15, 2016

Honorable Toni Preckwinkle  
President  
Cook County Board of Commissioners  
118 N. Clark Street, 5<sup>th</sup> Floor  
Chicago, Illinois 60602

Patrick M. Blanchard  
Inspector General  
Office of the Independent Inspector General  
69 W. Washington Street, Suite 1160  
Chicago, Illinois 60602

Mary Robinson  
Compliance Administrator  
Office of the Compliance Administrator  
69 W. Washington Street, Suite 840  
Chicago, Illinois 60602

**Re: OIIG Employment Plan Officer's September 2016 Semi-Annual Report**

Dear President Preckwinkle, Inspector General Blanchard and Ms. Robinson:

This is the seventh Semi-Annual Report issued pursuant to the Employment Plan for the Office of the Independent Inspector General (OIIG) that was filed with the United States District Court for the Northern District of Illinois on May 8, 2013. This report details my activities as the OIIG Employment Plan Officer during the previous six months. These activities consisted primarily of posting required information on the OIIG's website, training OIIG personnel regarding the Employment Plan and related issues, and taking other action required by the OIIG Employment Plan.

Postings on OIIG's Website

In addition to containing the OIIG Employment Plan and related information, the OIIG's website was updated to include Quarterly Employment Action Reports for the office for the first and second quarters of 2016. These reports list the total number of hires, promotions, transfers and terminations involving OIIG employees for each quarter, including: (1) the number and type of each such employment action; (2) the dates of each employment action; (3) the title of the position; and (4) whether such employment action was pursuant to a posted or emergency hire.

Complaints

During this reporting period, I received no complaints alleging violations of the Employment Plan. As no violations of the OIIG Employment Plan have been found at this time, this Semi-Annual Report does not contain any recommendations for remedial or corrective action.

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Monitoring of Employment Actions

During this reporting period, I monitored the hiring sequence for two investigator positions with our office.

Training

The OIIG Employment Plan requires various types of training for OIIG employees and supervisors as well as for employees who participate in the hiring process. During this reporting period, we implemented Employment Plan training program for two new employees hired by our office during this reporting period. In addition, we are working on revisions to our online Employment Plan Program to be used for this year's annual staff training.

Annual Employee Performance Appraisals

This summer, the Inspector General conducted annual performance appraisals of employees in the office in accordance with the OIIG Policies and Procedures Manual. I worked with the Inspector General to create a framework for conducting the appraisals and provided input regarding requirements imposed by the OIIG Employment Plan and the OIIG Policies and Procedures Manual. I reviewed the written appraisals as they were completed and monitored the appraisal meetings with the individual employees.

Other Activity

In addition to regular monitoring of activities within the office to ensure compliance with the terms of the OIIG Employment Plan, I have worked with OIIG employees to answer questions regarding Employment Plan issues.

Quarterly reports listing the total number of hires, promotions, transfers and terminations involving OIIG employees during the third and fourth quarters of 2016 will be issued in October 2016 and January 2017 respectively. The next Semi-Annual Employment Plan Report will be issued in March 2017.

Copies of all Semi-Annual Employment Plan Reports are posted on the OIIG's website as required by the OIIG Employment Plan. Should you have any questions, please do not hesitate to contact me.

Very truly yours,



Steven E. Cyranoski  
OIIG Employment Plan Officer

cc: Laura Lechowicz Felicione, Special Legal Counsel, Office of the President  
Matthew Pryor, Counsel to the Compliance Administrator